

SECURITY OFFICER I, DEPARTMENT OF JUSTICE



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

DEPARTMENTAL OPEN SPOT – Sacramento

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE	FILE IN-PERSON ONLY ON: Wednesday, August 8, 2012 Between 8:00 AM and 4:30 PM
WHO CAN APPLY	Persons who meet the minimum qualifications by the file in person date as stated on this bulletin.
HOW TO APPLY	<p>All applicants must complete and return the entire examination packet. Failure to submit all of the required documents may result in rejection from this examination. The examination packet must include the following:</p> <ul style="list-style-type: none">• State Examination Application (Form STD 678)• General Instructions/Affirmation• Training and Experience Questionnaire <p>Failure to submit all the required materials in person on Wednesday, August 8, 2012 may result in disqualification from this selection process. NO EXCEPTIONS. All application materials MUST be filed in-person. Applicants must bring either a photo identification card or two forms of signed identification to:</p> <p style="text-align: center;"><u>File in Person Address:</u> Department of Justice 1300 I Street, 1st Floor Lobby Sacramento, CA 95814</p> <p style="text-align: center;"><u>DO NOT</u> MAIL APPLICATIONS TO THE ABOVE ADDRESS, THE STATE PERSONNEL BOARD, VIA INTER-AGENCY MAIL, SUBMIT ONLINE OR BY FAX.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$3155 – \$3957 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the experience and/or education requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

POSITIONS EXIST IN SACRAMENTO ONLY

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**MINIMUM
QUALIFICATIONS**

Experience: One year of experience in one or a combination of the following:

1. As a building guard, watchperson, or a police officer.
- Or**
2. In any branch of the armed services performing security-related duties.

And

Education: Equivalent to completion of high school.

**POSITION
DESCRIPTION**

This is the entry and working level in the series. Incumbents perform the full range of duties in maintaining the security of Department of Justice facilities; to protect them against damage or trespass; to direct and give information to the public; prevent admittance to the premises by unauthorized persons; take necessary measures to ensure employee and visitor safety; patrol facilities and adjoining grounds, investigating and resolving unauthorized movement, breaches of security, or unsafe conditions; write reports; administer first aid and/or CPR to injured persons; examine credentials and badges of employees, allied agency personnel, service persons and visitors; record arrival and departure of visitors; issue identification badges and maintain issuance logs; provide referral information to employees, visitors and the general public; where appropriate, enforce facility vehicle parking regulations; administer departmental lost and found programs; use and maintain assigned equipment such as tear gas, body armor and firearms.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Security Officer I examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- | | |
|--|---------------------------------------|
| • Monitoring Controlled Areas | • Investigating |
| • Monitoring and Patrolling Facility Grounds | • Arresting and Detaining Individuals |
| • Safety Equipment | • Administering First Aid |
| • Communication | • Report Writing |

**SPECIAL PERSONAL
CHARACTERISTICS**

No illegal involvement in controlled substances as an adult; keenness of observation; good memory for names, faces, places, and incidents; willingness to work at night and/or overtime; report for duty at any time emergencies may arise; firmness and tact; alertness; and neat personal appearance.

**SPECIAL PHYSICAL
CHARACTERISTICS**

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; weight proportionate to height.

**OTHER
CHARACTERISTICS**

Honesty, integrity, strong work ethic; conventional: follow accepted procedures and customs; decisive: make decisions promptly and firmly; personally accountable: accepts responsibility for the consequences of one's actions or inactions; background in law enforcement, security guard and/or military; utilize a variety of weaponry. Polite: Treats other people with respect and possesses good manners. Service-oriented: Committed to providing high levels of service in a polite, courteous, and cooperative manner.

AGE REQUIREMENT

Minimum age at appointment is 18 years.

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CITIZENSHIP

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship, except for members of the California Highway Patrol who must be U.S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**BACKGROUND
INVESTIGATION
INFORMATION**

Pursuant to Government Code 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals use of drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty-third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use. If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

**FELONY
DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers as provided under the Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**PHYSICAL ABILITY
TEST**

Pass/Fail – Physical performance test will be a test of strength, agility, balance, and endurance. Specific descriptions of each physical performance test will be provided to successful candidates prior to the Physical Ability Test.

**PSYCHOLOGICAL
SCREENING TEST**

Pass/Fail – This test will consist of a written examination and an interview by a psychologist.

CONTINUE TO THE NEXT PAGE

**MEDICAL
EXAMINATION**

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**POLYGRAPH
EXAMINATION**

The candidate may be required to take a polygraph examination.

**DRUG TESTING
REQUIREMENT**

Applicants for positions in this class series are required to pass a drug screening test. A urine sample will be used for drug screening purposes. (The drug screening test will be waived for employees who are currently in a designated “sensitive” class for which drug testing is required under State Personnel Board Rule 213).

Applicants who fail the drug test because of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the drug test specimen is given.

**FIREARMS
CONVICTION
DISQUALIFICATIONS**

Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification. Ongoing firearms qualifications on a quarterly basis per P.O.S.T. requirements.

**TRAINING
REQUIREMENTS**

Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**VETERANS
PREFERENCE
CREDITS**

Veterans Preference Credits are allowed for entrance examinations held on an open basis and will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

Directions for applying for veteran's points are on the veteran preference application (SPB 1093), which is available from the California Department of Human Resources website www.calhr.ca.gov , and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

CAREER CREDITS

Career Credits will **not** be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039



California Department of Justice

SECURITY OFFICER I

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Security Officer I. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Security Officer I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 9 sections:

- Job Requirements
- Monitoring Controlled Areas
- Monitoring and Patrolling Facility Grounds
- Safety Equipment
- Communication
- Investigating
- Arresting and Detaining Individuals
- Administering First Aid
- Report Writing

The T&E Questionnaire is the sole component of the Security Officer I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
916-324-5039
tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application by **the file-in-person date** to be considered for this examination process.

The completed Training and Experience Questionnaire and Standard State Application (STD.678) must be returned **in person on Wednesday, August 8, 2012** to the following address:

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Job Requirements

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it may be grounds for elimination from the hiring process.

1. Are you willing to undergo an extensive background investigation including, criminal, financial, and previous employment history?

Yes

No

2. As part of the screening process, are you willing to submit to a drug screening test?

Yes

No

3. As part of the screening process, are you willing to undergo a medical examination?

Yes

No

4. Are you willing to work unusual hours (e.g., rotating shifts, overtime, be on call 24-7)?

Yes

No

5. Are you willing to utilize a variety of weaponry, including handguns and chemical agents in order to perform hazardous duties and ensuring personal safety?

Yes

No

6. Are you willing to deal with unpleasant and angry individuals while maintaining work professionalism?

Yes

No

7. Are you willing to use all appropriate means, including deadly force, to carry out peace officer duties?

Yes

No

Monitoring Controlled Areas

Security Officers at the Department of Justice are required to monitor the entrance and exit of facilities by examining credentials and badges of employees and visitors.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

1. Check credentials and badges for proper criteria to control access to secured areas.

How much previous experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

2. Keep records of incoming/outgoing visitors and employees in secured areas.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

3. Monitor employees and visitors in controlled areas to ensure safety and security.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

4. Securely maintain employees'/visitors' confidential information.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Monitoring and Patrolling Facility Grounds

Security Officers at the Department of Justice monitor closed circuit cameras and patrol the facility grounds to provide protective services.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

5. Conduct regular patrol of facility grounds to monitor unusual or suspicious activity.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

6. Monitor closed circuit cameras to identify suspicious activity and prevent admittance to the facility by unauthorized persons.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Safety Equipment

Security Officers at the Department of Justice are required to wear, maintain, and remove safety equipment necessary for performing hazardous duties and ensuring personal safety.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

7. Wear and maintain a handgun to use as a security measure to protect employees and property.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis

8. Wear and maintain a chemical agent or handcuffs to use as security measures to protect employees and property.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

9. Trained to use defensive equipment as security measures to protect employees and property.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your readiness to perform the above task?

- A. I have little or no training in this task but I would be willing to learn.
- B. I have some training using defensive equipment but I could benefit from additional training.
- C. I have trained using defensive equipment many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained other in how to use defensive equipment.

Communication

Security Officers at the Department of Justice must have good oral communication skills in order to communicate successfully with the employees and the public.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

10. Communicate orally with the public providing information and directions.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

11. Communicate orally with employees at the facilities to provide information and directions.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

12. Communicate orally with team members and managers to share information on daily activities and/or emergency situations.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

13. Communicate orally with emergency responders in emergency situations.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

14. Communicate orally by phone and/or radio to share information and/or emergency situations.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

15. Use a personal computer to communicate information using email or obtain information from outside sources as part of performing job –related duties.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many time and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Investigating

Security Officers at the Department of Justice are often called upon to investigate suspicious and dangerous situations that arise on the premises.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

16. Investigate suspicious or dangerous people on and around the premises.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

17. Investigate unauthorized or suspicious vehicles on the premises.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

18. Investigate unusual or suspicious sounds (e.g., car alarm, breaking glass, gun shot) on and around the premises.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

19. Investigate unusual or suspicious smells (e.g., smoke, gas) on and around the premises.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

20. Investigate unattended packages (e.g., backpacks) on and around the premises.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

21. Investigate incidents identified on closed circuit cameras (e.g., security cameras).

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Arresting and Detaining Individuals

Security Officers at the Department of Justice are required to have knowledge of the elements of a lawful arrest and arresting authority when making arrests.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

22. Knowledge of the elements of when to make an arrest.

How would you describe your knowledge of the above task?

- A. I have little or no knowledge of the elements of when to make an arrest.
- B. I have some knowledge of the elements of when to make an arrest but I could benefit from additional training.
- C. I have sufficient knowledge of the elements of when to make an arrest.
- D. I have advanced knowledge of the elements of when to make an arrest.

23. Knowledge of the appropriate actions to safely complete an arrest.

How would you describe your knowledge of the above task?

- A. I have little or no knowledge of the appropriate actions to safely complete an arrest.
- B. I have some knowledge of the appropriate actions to safely complete an arrest but I could benefit from additional training.
- C. I have sufficient knowledge of the appropriate actions to safely complete an arrest.
- D. I have advanced knowledge of the appropriate actions to safely complete an arrest.

Administering First Aid

Security Officers at the Department of Justice may have to react quickly and calmly in emergency situations while applying the proper response.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

24. Trained in administering basic first aid.

How would you describe your readiness to perform the above task?

- A. I have not been trained in this task but I would be willing to learn.
- B. I have some training in this task but I could benefit from additional training.
- C. I have advanced training in this task and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

25. Trained in administering advanced first aid.

How would you describe your readiness to perform the above task?

- A. I have not been trained in this task but I would be willing to learn.
- B. I have some training in this task but I could benefit from additional training.
- C. I have advanced training in this task and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Report Writing

Security Officers at the Department of Justice are required to have knowledge of the English language, including grammar, spelling, punctuation, and sentence structure to produce a variety of written work products.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

26. Write incident reports on occurrences such as property damage, theft and vehicle burglaries.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

27. Write various reports such as daily activity reports.

How much previous work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**